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**From:** Unemployment Assistance@detma.org <claim@detma.org>  
**Sent:** Friday, November 09, 2012 8:21 AM  
**To:**  
**Subject:** Action Required - Time Sensitive Material

A former employee(s) of your company or organization recently filed a claim for benefits with the Division of Unemployment Assistance (DUA).

In order to process this claim, DUA needs information about each former employee. You are requested to:

- **Provide Wage and Separation information (Form 1062/1074)**

And/Or

- **Provide Separation Pay Information**

If you do not provide this information, you may lose your right to appeal any determination made on the claim. To provide this information electronically, **please print attached claim (file) and complete any outstanding forms.**

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Thank You.